



We are currently accepting applications for the per-diem position of:

**Conservation Regulatory Aide
Department of Land Use, Health and Development**

**Anticipated Hiring Hourly Rate: \$25.00 per hour
Per- Diem, Maximum 15 hours / week
NO BENEFITS**

**The REQUIRED Town of Lexington application must be received in the Town's
Human Resource Department
by Friday, May 20, 2016**

GENERAL SUMMARY:

Under the supervision of the Conservation Administrator, assists in interpreting and enforcing all applicable state and local environmental laws and regulations for the Conservation Administrator, the Conservation Commission, contractors, developers, real estate agents, architects, engineers, land surveyors, property owners, staff and the general public.

ESSENTIAL JOB FUNCTIONS:

- ◆ Assists in administering, interpreting, processing, and enforcing all applicable State and Local environmental laws and regulations for the Conservation Administrator, the Conservation Commission, Town Boards and Department Heads, contractors, developers, real estate agents, architects, engineers, land surveyors, property owners, staff and the general public.
- ◆ Provides advice and direction in implementing projects and activities. Responds to public inquiries regarding wetlands, and environmental laws and regulations.
- ◆ Review permit and other applications, including all construction plans and specifications, for compliance with applicable environmental regulation implications.

Guides applicants through the filing process, resolves customer issues, and maintains records.

- ◆ Drafts permit decisions based on Conservation Commission findings and special conditions.
- ◆ Perform inspections to verify compliance with environmental laws and regulations or to investigate and resolve environmental incidents. Monitors sites to ensure possession of and compliance with necessary permits, issues approved correction orders, and re-inspects sites to ensure follow through.
- ◆ Ensures protection of public and private water supply and groundwater supply, prevention and control of flooding, prevention of storm damage and other water damage, prevention of pollution, prevention of erosion and sedimentation, protection of fisheries, and protection of wildlife and wildlife habitat as required by Federal laws, State statutes and regulations, and local ordinances and regulations.
- ◆ Performs a variety of tasks requiring written, visual, and oral communication skills with the highest level of professional and technical expertise in connection with administration, interpretation, processing and enforcement of all applicable State statutes and regulations, and local ordinances and regulations. .
- ◆ Interacts with the Conservation Commission and provides them with the ability to comprehend and articulate the technical elements associated with conservation disciplines in order to make key decisions.
- ◆ Reviews Building Permit, Board of Health Well Permit, Historic Districts and Historical Commissions, Planning Board, and Zoning Board applications, including all construction plans and specifications, for compliance with all applicable environmental regulation implications; counsels and guides potential permit applicants and other interested parties regarding environmental regulations and permit filing requirements and procedures; resolves complex and sensitive customer service issues, either in person, by telephone, and/or in writing; maintains records and documents of customer service issues and resolutions; monitors property to ensure proper permits are obtained prior to commencing any activities.
- ◆ Coordinates with State and Federal agencies that administer various environmental protection and open space protection and management programs: Department of Environmental Protection, Wetlands, Waterways, and Hazardous and Solid Waste Divisions; Office of Environmental Affairs, MEPA and Conservation Services Division; US Department of Natural Resources; US Department of Fish and Wildlife; and US Army Corps of Engineers.
- ◆ Maintains a library of all applicable laws, regulations, policies, databases and supporting materials.

- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace, in accordance with established work schedule, is required. .

SUPERVISORY RESPONSIBILITY:

None.

MINIMUM EDUCATION & EXPERIENCE:

Associates Degree in botany, biology, environmental science, natural resources, or related field with a minimum of three (3) to five (5) years related experience. Wetland plant and hydric soil identification as well as GPS and GIS experience preferred. Bachelor's degree preferred.

Valid State driver's license required.

QUALIFICATIONS:

Knowledge of:

- ◆ Effective methods and techniques of public relations and customer service.
- ◆ Business letter writing and basic report preparation techniques.
- ◆ Modern office procedures, methods and computer equipment, including word processing, spread sheet, and data base management, GPS and GIS software
- ◆ Federal, State and local laws, codes and regulations related to wetland protection.

Ability to:

- ◆ Interpret, apply, and enforce laws and regulations related to wetland protection
- ◆ Interact professionally and appropriately with the general public. Effectively handle an environment which involves close contact with people and animals, including confrontational individuals and possible emergency situations.
- ◆ Communicate clearly, both orally and in writing, and maintain effective work relationships.
- ◆ Prepare clear and concise written reports and maintain an efficient database tracking and record keeping system.
- ◆ Prepare and interpret basic maps using GPS hardware and GIS software.
- ◆ Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ◆ Maintain effective audio-visual discrimination and perception needed for:
 - *making observations.*
 - *reading and writing.*
 - *operating assigned equipment.*

- *communicating with others.*
- ◆ Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *walking, biking, standing or sitting for extended periods of time.*
 - *using fingers.*
 - *operating assigned equipment.*
- ◆ Maintain mental capacity which permits:
 - *making sound decisions and using good judgment.*
 - *calculating and administering large and complex budgets.*
 - *demonstrating intellectual capabilities.*
- ◆ Effectively handle a work environment and conditions which involve:
 - *working outdoors, subject to natural elements and nuisances.*
 - *responding to emergency situations.*
 - *working closely with others.*

WORKING CONDITIONS & PHYSICAL DEMANDS:

Works outdoors in the performance of monitoring, inspections and other job duties. Works in all weather conditions and is exposed to wet and/or humid conditions and ticks, poison ivy, and other outdoor nuisances. Frequently required to walk, bike, climb, stoop, and kneel for extended periods of time. Occasionally required to lift and/or move objects up to 50 pounds. Operates first aid equipment.

Some work is performed in a normal office environment not subject to extremes of noise, temperature, odor, etc. Operates computer, printer, photocopier, and other office equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATION PROCESS

All applicants are required to complete a Town application form with a cover letter and resume. The application is available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

Applicants will be required to undergo a pre-employment physical and drug screening prior to appointment.

<p>Applications and resumes must be received in the Town's Human Resource Department by Friday, May 20, 2016</p>

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590
